

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
C8C822
exp 1

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D.C.

May 27, 1944

COTTON AND FIBER BRANCH MEMORANDUM NO. 7
Supplement 1

Personnel Assignments

Effective immediately, the following persons have been designated Area Managers for the territory indicated:

Joe H. McLure, Manager, Southeastern Area

Clyde C. McWhorter, Manager, South Central Area

John L. McCollum, Manager, Southwestern Area

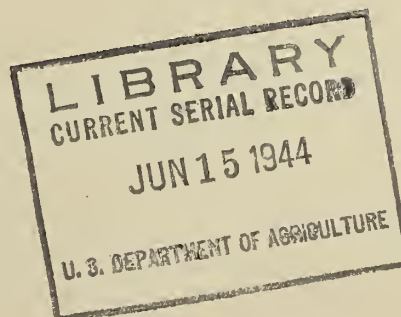
William B. Lanham, Manager, Western Area

Pending the physical establishment of the South Central Area office at Memphis, the Manager of the Southeastern and Southwestern Areas will continue to direct activities in the same territory as at present.

Carl H. Robinson

Chief

B-460



WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

May 27, 1944

COTTON AND FIBER BRANCH MEMORANDUM NO. 7

Cotton and Fiber Branch Field Organization
and Washington-Field Relationships

1. Director's Memorandum No. 2, Supplement 38, established general policies governing Office of Distribution field organization and Washington-Field relationships and stated that these policies were to be initiated as of May 1, 1944, and are to be made finally effective not later than July 1, 1944. The statement of policies of particular interest to this Branch is quoted as follows:

"1. (c) The present divisions in the regional offices shall become field offices of the appropriate Washington branches or staff divisions, except as delegations are made under (b) above. Field officials of the various branches and divisions of the OD will be answerable to and report directly to the respective Chiefs of the Washington branches and divisions."

2. Responsibility for all work of the Cotton and Fiber Branch will stem from the Washington office of the Branch directly to field offices of the Branch, in accordance with the following Branch policies which will be initiated at once and made finally effective not later than July 1, 1944.

(a) Overall Branch policies, broad outline of procedures, overall Branch relationships with other agencies, decisions on matters involving two or more Divisions or pertaining to the organization and operation of the Area offices of the Branch will be determined by the Chief of the Branch and cleared by him to the Area Manager (see paragraphs 3 and 4) and to such other personnel and offices as seem to be desirable.

(b) Area Managers will be answerable directly to the Chief of the Cotton and Fiber Branch and detailed field operations of programs assigned to each Area will be directed by the Area Manager in accordance with Branch policies and general instructions from the respective Division Chiefs of the Branch responsible for the programs concerned.

(c) All local field offices under Area jurisdiction are administratively responsible to and will report directly to the Manager of the Area for all work assigned to such local offices. For technical classing (i.e. accuracy of classing and technical interpretation of standards), however, classers will be answerable to the Supervision of Classing and Grading Section. The methods and procedures for selecting and transmitting check samples for supervision purposes will be determined by the Chief, Standards and Futures Division, and administered by the Area Manager with the advice and cooperation of the Supervision of Classing and Grading Section.

(d) The Area Manager will be responsible for the selection of all clerks, laborers, and temporary employees in the Area office and in local offices under his jurisdiction, in accordance with Branch policies and instructions and with personnel rules and regulations; provided, however, that the technical qualifications of temporary classers are subject to the approval of the Supervision of Classing and Grading Section prior to appointment. Permanent appointments of professional and technical personnel or of Grade CAF-9 or above, as well as determination of grade levels of all positions, should be made in accordance with inter-Area and national needs and therefore will be subject to approval of the Washington office of the Branch.

(e) Well in advance of the ginning season, the Supervision of Classing and Grading Section will furnish each Area office with a list of names and addresses of technically qualified classers for such Area and will designate the classing office or the general territory for which each classer is recommended. Such lists are to be used by the Area Manager in selecting temporary classers. Methods and procedures for inter-Area shifts and other details relating to classing personnel not covered in this memorandum will be worked out by the Chief of the Standards and Futures Division with the advice of Area Managers.

(f) All field offices except those indicated under (1), (2), (3), and (4) below, are administratively responsible to their respective Area Managers.

- (1) Field offices of the Research and Testing Division located at Clemson, Stoneville, and College Station will be responsible to the Chief of that Division.
- (2) Field offices and stations of the Naval Stores Section will be responsible to the Chief of the Standards and Futures Division.
- (3) All field offices and stations of the Utilization and Diversion Division will be responsible to the Chief of that Division.
- (4) The Supervision of Classing and Grading Section (which in effect is not a field office but a Washington section located at Memphis, Tennessee, for convenient operation) including its field supervision offices and stations, is responsible to the Chief of the Standards and Futures Division

(g) As a general policy, all Washington-Field correspondence relating to work under Area jurisdiction will be carried on through the Area offices. This general policy is not intended to hamper operations and services, therefore, on certain technical matters, in emergencies, or when the exigencies of the situation justify, it may be modified to the extent necessary to promote efficient operations. When direct correspondence between Washington and local field offices is necessary, copies will be sent immediately to the Area offices concerned. On matters involving Branch policies, Area Managers will correspond directly with the Chief of the Branch, but on matters relating to work for which the respective Divisions are responsible, correspondence may and should be handled with the Division Chief or other responsible official of the Division concerned.

(h) It will be the responsibility of the Area Manager to keep well informed on all activities of the Branch in his region and in addition to duties regularly assigned to carry out such special assignments as may be delegated to him from time to time by the Branch. Division Chiefs will make such arrangements as they deem necessary to keep the Area offices informed on those Branch programs not directly under Area jurisdiction. Weekly reports from each field office, excluding inspection offices, to the Washington and Area offices are required.

3. In order to carry out its field work effectively, the Cotton and Fiber Branch establishes the following geographical units for field operations:

Southeastern Area with headquarters at Atlanta, Georgia, and comprising the States of Virginia, North Carolina, South Carolina, Georgia, Alabama, and Florida.

South Central Area with headquarters at Memphis, Tennessee, and comprising the States of Missouri, Arkansas, Tennessee, Mississippi, Louisiana, Kentucky, and Illinois.

Southwestern Area with headquarters at Dallas, Texas, and comprising the States of Kansas, Oklahoma and Texas, except District 6.

Western Area with headquarters at Bakersfield, California, and comprising the States of California, Arizona, New Mexico, and District 6 of Texas.

4. There is established in each area the position of Area Manager. It will be the responsibility of the Managers to direct the field operations of the Branch in their respective areas in accordance with general policies herein prescribed.

5. Grade and staple statistics, cotton market news, cottonseed market news, and like reports will be prepared and issued by the area offices of the Branch. Copies of each such report will be sent to the Marketing Reports Division within the region immediately after it is issued.
6. While the field offices of the Branch are administratively responsible only to Branch officials, it is imperative that close cooperative relationships be maintained between the Area Manager of the Branch and the Regional Director's office. This cooperation should be mutual and field officials of this Branch are requested to cooperate with the Regional as well as other offices of the Office of Distribution to the fullest extent practicable.
7. Area Managers will handle for the Branch contacts with the service divisions on matters pertaining to services for field offices as instructed by the Branch.

This memorandum supersedes all previous memoranda to the extent to which they are inconsistent with the provisions hereof.

Carl H. Robinson
Chief